



DISTRICT OF COLUMBIA COURTS
OFFICE OF CONTRACTS AND PROCUREMENT

REQUEST FOR PROPOSALS
FOR
“ONLINE LEGAL RESEARCH DATABASE SYSTEM”

SOLICITATION NUMBER: DCSC-14-FS-0021

DATE ISSUED:	Thursday, March 13, 2014
CLOSING DATE & TIME:	Thursday, April 10, 2014 no later than 2:00 P.M., EST

TASK ORDER REQUEST FOR ONLINE LEGAL DATABASE SYSTEM

1. **BACKGROUND**

1.1 The District of Columbia Courts (Courts) are seeking proposals from GSA Federal Supply Schedule Contractors to provide an online legal database system for up to five-hundred (500) users, but not limited to the specified number of users.

1.2 Please note: This task request is NOT an actual task order. It is a request for proposals from GSA Federal Supply Schedule Contractors.

2. **SCOPE OF WORK**

2.1 The Offeror shall provide an unlimited online legal database system that covers a broad range of legal research tools, which shall include primary sources and secondary sources such as Federal and State codes, rules, case laws, law reviews, journal articles, treaties, legal directories, dictionaries, encyclopedias not limited to the items specified.

2.2 **FEDERAL DATABASES**

2.2.1 The federal database shall include a complete coverage of all published federal case laws, statutes, court and administrative rules, regulations, materials, and unpublished opinions in all fifty (50) states, the District of Columbia, and U.S. Territories and Associated States.

2.2.2 **Federal Case Laws:**

2.2.2.1 United States Supreme Court cases from 1790 to current (Supreme Court Reporter).

2.2.2.2 United States Courts of Appeal cases from 1789 to present (Federal Reporter).

2.2.2.3 United States District Courts (Federal Supplement) cases from 1789 to current date.

2.2.3 **Federal Statutes:**

2.2.3.1 **Federal Codes:**

2.2.3.1.1 The United States Codes shall be a collection of statutory provisions organized by subject matter. The United States Code shall cover fifty (50)

titles and supplemented text with annotations and references to other sources that interpret and analyze the code.

2.2.4 Federal Administrative Rules, Regulations and Materials

2.2.4.1 Federal Administrative rules and regulations shall include the Codes of Federal Regulations (CFR), a codification of the general and permanent rules and regulations published originally in the Federal Register by Executive departments and agencies of the Federal Government. Federal materials shall include court rules and orders, congressional information, legislative history and bill tracking.

2.3. STATE DATABASES

2.3.1 The state database shall include a complete coverage of all published state case laws, statutes, court and administrative rules, regulations, and materials in all fifty (50) states, the District of Columbia, and U.S. Territories and Associated States.

2.3.2 State Statutes:

2.3.2.1 State Codes

2.3.2.1.1 State Codes shall contain all laws of a general and permanent nature, as enacted by the state or council.

2.3.3 State Administrative Rules, Regulations & Materials:

2.3.3.1 The rules must include the court rules for Court of Appeals and the District of Columbia Superior Court, including but not limited to, landlord and tenant, civil procedure, domestic relations, neglect and criminal procedures.

2.3.3.2 Municipal Regulations shall contain updated information that chronicles state and agencies rules and regulations.

2.3.3.3 State Registers shall include proposed, adopted, withdrawn and emergency regulations, as well as varied notices and announcements. Also included are the D.C. Acts and Law Letters.

2.3.3.4 State court rules and orders, judicial materials, legislative publications and bill tracking shall be included.

2.3.3.5 Jury Instructions shall include the Standardized Civil Jury Instructions for the District of Columbia and the Criminal Jury Instructions for the District of Columbia.

2.4 LEGAL TEXT AND PERIODICALS:

2.4.1 Legal text, periodicals, and treaties shall include but are not limited to the item indicated below.

2.4.2 Law Reviews and Journals

2.4.2.1 Law reviews and journals shall explain codes, cases, and court rules. All law reviews and journals must contain both current and historical articles.

2.4.3 American Law Reports (ALR)

2.4.3.1 The American Law Reports (ALR) shall explain legal concepts. It shall provide a legal research tools that analyze broad topical area. ALR's shall concentrate on issues of current controversy and factually sensitive issues. These issues shall be in areas of torts, properties, contracts, and criminal law.

2.4.4 Major Newspapers

2.4.4.1 The newspaper database must cover current and historical news topics.

2.4.5 Transcripts

2.4.5.1 Transcript service provides a copy of major and local news-related sources.

2.4.6 Restatements

2.4.6.1 Restatements shall be accompanied by extensive comments that serve as both commentary and history.

2.4.7 Legal Manuals

2.4.7.1 Legal reference materials shall include, but are not limited to, the Domestic Relations Manual for the District of Columbia and the Law of Evidence in the District of Columbia.

2.5 ONLINE CITATION RESEARCH SERVICE

2.5.1 The online citation research service shall be a citator that can track and retrieve the direct and indirect history of a case, statute or federal administrative decisions.

2.6 LEGAL DIRECTORY

2.6.1 The online legal database system must provide a legal directory, which provides a listing of attorneys' profiles and biographies in all fifty (50) states and the District of Columbia.

2.7 PRINTING AND STORAGE OPTIONS

2.7.1 All databases must be able to print, email, fax and download documents retrieved from the online legal database. The ability to utilize Adobe PDF format is essential to the Courts functions. The Courts require a service that stores and executes frequently used queries, which results in documents being pushed to user email.

2.8 CUSTOMER SERVICE AND SUPPORT

2.8.1 The Offeror shall provide 24-hour Customer Support Services. Users must be able to call a toll free number for both technical and non-technical support at no additional cost.

2.9 TRAINING

2.9.1 The Offeror must provide regular in-person training at the Court. In addition, telephone training shall be offered to busy employees who are not available for training on scheduled training dates. The training must include introductory and advance sessions in topics of interest to the Courts. Training classes that are of interest to the Courts shall include but are not limited to: Introduction to Computerized Legal Research, District of Columbia Legal Materials and Resources, Citation Checking Resources, News and Reference Sources. The Offeror shall provide training in accordance with the number of users specified in the Contractor's proposal.

2.10 SECURITY CODES:

2.10.1 The database system must have the capability to provide temporary and permanent user security and access codes.

2.11 REPORTS

2.11.1 The database system must have the capability to provide usage reports.

2.12 PRODUCT ENHANCEMENTS

2.12.1 At no additional cost, the Courts shall have access to future product enhancements and releases. Offerors are encouraged to submit any additional enhancements and capabilities and the price for those enhancements or upgrades.

2.13 SYSTEM REQUIREMENTS AND ACCESS

- 2.13.1** The database system must have the capability to be accessed via the Internet. Offerors are encouraged to submit information on mobile applications and operating system compatibility.

3. TYPE OF CONTRACT

- 3.1** The Court intends to award a Firm Fixed price contract.

4. TERM OF CONTRACT

- 4.1** The term of the contract shall be for one (1) year from the date of award of the contract. The date of award shall be the date the Contracting Officer signs the contract document.

4.2 Option Period:

- 4.2.1** The Courts may extend the term of this contract for an additional four (4) one (1) year period or, or a fraction, or multiple fractions thereof.

4.3 Option to Extend the Term of the Contract:

- 4.3.1** The Courts may extend the term of this contract for four (4) one (1) year periods, or a fraction, or multiple fractions thereof, by written notice to the Contractor before the expiration of the contract. The Courts shall give the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Courts to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the 30 day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

- 4.3.2** If the Courts exercise this option, the extended contract shall be considered to include this option provision. The exercise of any option under this contract is contingent upon the appropriation of funds for the respective option period. However, the availability of funds does not obligate the Courts to exercise this option year.

- 4.3.3** The Offeror shall include in its **price** proposal, the **price** for the base year and all option years. Failure to submit **price** for base year and all option years may cause the Courts to exclude your offer from further consideration.

- 4.3.4** The total duration of this contract including the exercise of any options under this clause, shall not exceed five (5) years.

5. QUESTIONS

- 5.1** Questions concerning this Request for Proposals must be directed in writing to:

Darlene D. Reynolds, Contract Specialist
Procurement and Contracts Branch
Administrative Services Division
District of Columbia Courts
616 H Street, NW, Suite 612
Washington, D.C. 20001
Telephone Number: (202) 879-2872
Facsimile Number: (202) 879-2835
E-mail: darlene.reynolds@dcsc.gov

6. EXPLANATION TO PROSPECTIVE BIDDERS

6.1 Any prospective Offeror desiring an explanation or interpretation of this solicitation must request the explanation or interpretation in writing at no later than **Thursday, March 20, 2014 by 2:00 pm**. Requests should be e-mailed to Darlene Reynolds, Contract Specialist at darlene.reynolds@dcsc.gov.

6.2 DEMONSTRATION

The Courts may invite Offerors to give a demonstration of their product by contacting the Offerors to schedule the demonstrations. Each Offeror shall be required to provide an one-hour demonstration of their product. The Court shall reserve up to an one-hour for questions and answers after each demonstration.

6.3 SECURITY CLEARANCE AND IDENTIFICATION/BUILDING PASS

The Contractor shall coordinate with the COTR to assure that any employee requiring access to any Courts facilities has a contractor identification/building pass before the employee enters on duty under this contract. Personnel designated by the COTR or Authorized Representative shall complete appropriate forms specified for security clearance requirements. The Contractor shall see that all passes are returned to the Courts as employees are dismissed, terminated or when the need for the employee to have access to any of the Courts facilities no longer exists.

7. PROPOSAL SUBMISSION INFORMATION

7.1 Each Offeror shall submit technical and price proposals in accordance with the Scope of Work. At a minimum, the Offeror's bona-fide proposals shall describe how it intends to accomplish the requirements stated in Scope of Work and at what price.

7.2 Offerors are encouraged to submit as an option any additional enhancements and capabilities and the price for those enhancements or upgrades.

7.3 All firms submitting proposals in reference to this request shall **include a copy of their current GSA Federal Supply Contract(s)**.

7.4 Each firm shall submit an original and **FOUR (4) copies of their technical proposals and FOUR (4) separate copies of their price proposal**. Proposals shall be submitted in sealed envelopes clearly marked in the lower left corner marked as follows:

Solicitation Number: DCSC-14-FS-0021

Title: "Online Legal Research Services"

Closing Date/Time: Thursday, April 10, 2014

7.5 **Responses shall** be delivered to:

District of Columbia Superior Court
Office of Contracts and Procurement
616 H Street, NW, Suite 612
Washington, D.C. 20001
Attention: Darlene D. Reynolds, Contract Specialist
Telephone Number: (202) 879-2872
Facsimile Number: (202) 879-2835

7.5.1 **CONTRACTING OFFICER (CO) AND CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

Contracting Officer: The District of Columbia Superior Court Contracting Officer who has the appropriate contracting authority is the only Courts official authorized to contractually bind the Courts through signing contract documents. All correspondence to the Contracting Officer shall be forwarded to:

Mr. Louis W. Parker, Administrative Officer
Administrative Services Division
District of Columbia Courts
616 'H' Street, N.W., Room 622
Washington, D.C. 20001
Telephone Number: (202) 879-0476
Facsimile Number: (202) 879-2835

7.5.2 **Contracting Officer's Technical Representative:** The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's performance or non-performance of the contract requirements. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract. The COTR shall be:

NAME: Ms. Jessica K. Pitts
TITLE: Senior Operations Manager
ADDRESS: 500 Indiana Ave., NW, Room 2500
Washington, DC 20001-2131
Telephone: (202) 879-1466

7.6 **TECHNICAL PROPOSAL CONTENT**

7.6.1 For your information and use in preparing your firm's technical response. Your technical proposal shall include at a minimum:

7.6.2 **General Information**

7.6.2.1 In Section I of the technical proposal, the Offeror shall provide a brief description of its organization, including:

7.6.2.2 Ownership structure;

7.6.2.3 Three (3) letters of reference to include information about previously performed District or federal or private contracts providing similar and/or like services, inclusive of dates, contract amount, address and telephone number of the contract administrator. Each reference letter shall address client's satisfaction with Offeror's performance and deliverables on similar projects; and

7.6.2.4 Staff's expertise, knowledge and experience, as well as, the organizational capacity to fulfill the stated obligations.

7.6.3 **Technical Approach**

7.6.3.1 Section II of the technical proposal shall contain a compensative plan of how the Offeror intends to perform each requirement as described in Scope of Work. This shall include:

7.6.3.2 Demonstrate the Contractor's understanding of the requirements;

7.6.3.3 Technical Approach to meeting all the requirements listed Section II, Scope of Work.

7.6.3.4 Identify and describe the database(s) offered;

7.6.3.5 Identify system requirements and security;

7.6.3.6 Identify database accuracy, verification and quality control program;

7.6.3.7 Identify all deliverables;

7.6.3.8 If additional software, hardware, or other methods are needed, the Offeror shall explain and submit a detailed list of the additional equipment

required for the proposed system. This includes complete specifications, equipment and parts, and any special forms and including additional costs that are required, if any.

7.6.3.9 Identify the maximum number of products offered and number of users offered by the vendor that meet the Courts mandatory requirements. Identify costs for more than 400 users.

7.6.3.10 The “end-user experience” is an important element in this contract. The Offeror shall describe any additional services and features it provides, whether free or otherwise, that have not been mentioned and would be available and of best value to the Courts.

7.6.3.11 The Offeror shall provide training to the number of users as specified in Section 2.9.1 of the Statement of Work.

7.7 Price Proposal Content

7.1.1 At a minimum your price proposal shall include:

7.1.2 Identify the services included.

7.1.3 Identify the total price and include a summary of all items proposed.

7.1.4 The price furnished by the Offeror shall be a firm fixed price for up to 400 users, but not limited to the specified number of users. The Offeror must provide separate price for additional users. The price shall include all cost for the required services outlined in the Scope of Work.

7.1.5 If applicable, the Offeror shall furnish a separate price for any additional enhancements, upgrades and capabilities offered by your company.

7.1.6 The Offeror shall include in its **price** proposal, the **price** for the base year and all option years. Failure to submit **price** for base year and all option years may cause the Courts to exclude your offer from further consideration.

8. EVALUATION OF PROPOSALS:

8.1 A contract will be awarded to the Offeror whose responsive proposal represents the best value to the Courts, price and other factors considered, in accordance with the evaluation criteria below. The best value tradeoff process permits tradeoffs among price and non-price factors and allows the Courts to accept other than lowest priced proposal or the highest technically rated proposal. Thus, while the evaluation factors indicate their relative importance, the total scores will not necessarily be determinative of award. Rather, the total score will guide the Courts in making an intelligent award decision based upon the evaluation criteria. The Courts reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The Courts may award a contract upon the basis of initial offers received, without

discussions. Therefore, each initial offer should contain the Offeror's best terms.

- 8.1.2** To be responsive the Offeror must address all the requirements of the solicitation and must include all information specifically required in all sections of the solicitation. The Offeror must state *how* it will meet the requirements; repeating back the words of the RFP or responding with product sales literature is not acceptable.

8.2 **Evaluation Factors for Award**

- 8.2.1** Proposals will be evaluated based on the following technical evaluation factors which are listed in descending order of importance:

8.2.2 **Evaluation Criteria**

8.2.3 **Technical Experience & Qualification Factors**

- 8.2.3.1** Best Value

- 8.2.3.2** Technical Capability

- 8.2.3.3** Product Offerings--outlining the maximum number of products offered that meet the Court's mandatory requirements. Explain which products are "basic solutions" and which products are "add-ons."

- 8.2.3.4** Past Performance on similar projects.

- 8.2.3.5** Ease of Use—Offerer's approach shall demonstrate product intuitive and user friendly navigation features; efficient search technology, enhanced navigation and research tools, hassle free system upgrades, enhanced, document previewing and secure web access.

- 8.2.3.6** 24-Hour Customer Support & Training

9. **LIST OF ATTACHMENTS:**

The following documents are incorporated and hereby made a part of this solicitation:

- J.1 General Provisions Applicable to D.C. Courts Contracts
- J.2 Anti-Collusion Statement
- J.3 Ethics in Public Contracting
- J.4 Non-Discrimination
- J.5 Certification of Eligibility
- J.6 District of Columbia Courts Release of Claims
- J.7 Certification Regarding a Drug-Free Workplace
- J.8 District of Columbia Courts Release of Claims
- J.9 Past Performance